

PERMIT SUPPORT SERVICES DIVISION
2010-2011 Work Plan
(July 1, 2010-June 30, 2011)

2010-2011 PSSD Work Plan (WEB VERSION)

Operational and Strategic Plan Goals

<p>Our operational plan goal is to successfully process 86% of all permit applications, registrations, notifications, and accreditations within established timeframes. The Operational and Strategic Plan have the same General Performance Indicators:</p> <p>Number of name, ownership, operator changes completed.</p> <p>Number of asbestos management plan reviews completed.</p> <p>Number of asbestos accreditations issued.</p>	For more information on this project, please contact:	<u>Status/Updates:</u>
	<p>Chris Mayeux P: 225-219-0789 E: Chris.Mayeux@la.gov</p> <p>Leonard Killmer P: 225-219-0790 E: Leonard.Killmer@la.gov</p>	

Develop management tools to monitor work performance

<p>PSSD will develop Management Tools to monitor work performance so that the Managers can monitor processing time goals for all routine business processes/ activities for complete applications or notifications.</p>	For more information on this project, please contact:	<u>Status/Updates:</u>
	<p>Chris Mayeux P: 225-219-0789 E: Chris.Mayeux@la.gov</p> <p>Leonard Killmer P: 225-219-0790 E: Leonard.Killmer@la.gov</p>	

Regulation Revisions

<p>Continue pursuit of asbestos regulation revisions and start LELAP Revisions</p> <p>LAC 33:III.5151 Emission Standard for Demolition and Renovation</p> <p>LAC 33:III.2701 Asbestos-Containing Materials in Schools and State Buildings</p> <p>LAC 33:I.4501 Laboratory Accreditation</p>	For more information on this project, please contact:	<u>Status/Updates:</u>
	<p>Nathan Levy P: 225.219.3241 E: Nathan.Levy@la.gov</p> <p>Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov</p>	

Improve the processing time line for Asbestos Accreditations

Improve the processing time line for Asbestos Accreditations (Regular). PSSD current goal is within 30 working days. Will evaluate will attempt to reduce processing time to 7 working days.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	

Evaluate and implement where possible developing on-line application for NAS activities

Asbestos Asbestos Reno/Demo Notifications Asbestos Accreditation Lead Lead Licensed Contractor Letter of Approval Hazardous HW-1 and HW-2 RCRA Forms Solid Waste Sewage Sludge Haulers Application Solid Waste Transporters Registered Solid Waste Generals (Industrial) Registered Landfill Operator Certification	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	

LELAP Contract for Audits

Develop and implement no cost contract to conduct LELAP audits.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	

Review and update all SOPs

The PSSD will review and update all Standard Operating Procedures (SOPs) at least biennially, post timely, and draft SOPs for processes where no SOP is available. Any time significant process changes take place, the SOP should be promptly updated.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Nathan Levy P: 225.219.3241 E: Nathan.Levy@la.gov	

PSSD Webpage Improvements

The PSSD webpage should be user friendly, visually appealing with consistent style and format. A Webpage Work Group will be organized to review all PSSD web pages.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Mia Townsel P: 225.219.1665 E: Mia.Townsel@la.gov	

Continue to Implement LELAP in TEMPO

Continue to refine implementation of LELAP in TEMPO	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	

Recoup Audit Costs

Confirm can collect salary as part of audit cost, develop letter of Intent to Audit, and Audit Activity tracking form to recoup salary cost	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	

Agreement with DNR

Pursue possibility of an intergovernmental agreement with DNR to pay for Order 29 B program	For more information on this project, please contact:	<u>Status/Updates:</u>
	Nathan Levy P: 225.219.3241 E: Nathan.Levy@la.gov	

Recoup costs of Asbestos IDs

Charge for Accreditation IDs	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	

Implement Asbestos Notification Program in TEMPO

Asbestos Notifications in TEMPO	For more information on this project, please contact:	<u>Status/Updates:</u>
	Chris Mayeux P: 225.219.0789 E: Chris.Mayeux@la.gov	

Meet Grant Commitments

<p>NAS will comply with the EPA OECA Asbestos Grant commitments submit timely quarterly and End of Year reports to EPA</p> <p>The Office of Environmental Services, Permit Support Services Division (OES/PSSD) will verify training prior to issuance of accreditations.</p> <p>OES/PSSD will conduct 5 audits of training providers .</p> <p>OES/PSSD will conduct an annual asbestos workshop.</p> <p>OES/PSSD will distribute asbestos information to the LEAs, the public, and regulated community upon request and participate in public meetings, seminars, and conferences to present asbestos information, and display asbestos related materials, as requested. PSSD will conduct an Annual Asbestos Workshop 4/2011.</p> <p>PSSD review Asbestos Management Plans for schools prior to occupancy.</p> <p>PSSD will submit Grant Status Reports (electronic)</p> <p>1/30/11, 4/30/11, 7/30/11, 10/30/11</p>	For more information on this project, please contact:	<u>Status/Updates:</u>
	Mia Townsel P: 225.219.1665 E: Mia.Townsel@la.gov	

Submit HW Import/Export Report to Legislature

The NAS will update the Hazardous Waste Annual Report and submit it to the Louisiana Legislature, including information on Import/Export of Hazardous Waste.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Mia Townsel P: 225.219.1665 E: Mia.Townsel@la.gov	

NOC-1 Form and TEMPO Correspondence templates

Update Name and Ownership Change (NOC-1) Form and create TEMPO Correspondence templates such that permit transfers and name change letters can be created in TEMPO	For more information on this project, please contact:	<u>Status/Updates:</u>
	Leonard Killmer P: 225.219.0790 E: Leonard.Killmer@la.gov	

Clean-up invoices created as NOCs in TEMPO and EDMS

Clean-up rejected invoices created as Name and Ownership Change (NOCs) in TEMPO and EDMS by January 1, 2011.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Leonard Killmer P: 225.219.0790 E: Leonard.Killmer@la.gov	

Continue to move hard copy Public Notice list to listserv

Continue to encourage the movement of participants on hardcopy Public Notice list to move to electronic listserv.	For more information on this project, please contact:	<u>Status/Updates:</u>
	Leonard Killmer P: 225.219.0790 E: Leonard.Killmer@la.gov	